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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

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## Subject: NASA Pay and Compensation Policy

Responsible Office: Office of Human Capital Management

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## Chapter 13. Premium Pay Limitations

### 13.1 References

5 CFR Part 550, Pay Administration (General), Subpart A, Premium Pay.

### 13.2 Responsibility

13.2.1 Center Directors (or designees) have the authority to determine when an emergency exists and to determine work that is critical to the mission of the Agency.

13.2.2 Center Human Resources Offices are responsible for notifying the NSSC when employees are subject to the annual limitation on premium pay and the beginning and ending dates of such coverage.

### 13.3 Determination of an Emergency

Emergency is defined as: a temporary condition posing a direct threat to human life or property. Determinations that an emergency exists will be made and documented in writing, as soon as practicable, after the work in connection with the emergency or its aftermath begins. The duration of the emergency, to include its aftermath, will be included in the documentation. For any pay period where such a determination is made, covered employees will be paid under the annual maximum earnings limitation.

## 13.4 Critical Work

Center Directors (or designees) have sole discretion in determining that an employee is needed to perform work that is critical to the mission of the Agency. For any pay period where such a determination is made, covered employees will be paid under the annual maximum earnings limitation.

## 13.5 Maximum GS Pay Limitations

13.5.1 Bi-weekly maximum earnings limitation. GS employees may receive certain types of premium pay in a pay period only to the extent that the aggregate of basic pay (including locality or special rate supplement) and premium pay, as defined in 5 CFR Part 550, Pay Administration (General), Subpart A, Premium Pay, does not exceed the greater of the bi-weekly rate for (1) GS-15, Step 10 or (2) Level V of the Executive Schedule.

13.5.2 Annual maximum earnings limitation. When it is determined that the work performed is emergency or mission critical work, authorized employees may receive certain types of premium pay to the extent that the aggregate of basic pay and premium pay for the calendar year does not exceed the greater of the annualized rate payable at the end of the calendar year for (1) GS-15, Step 10 or (2) Level V of the Executive Schedule.

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